Approved For Release 2005/11/21 : CIA-RDP70-00211R000500200036-4

Records Center -

CIA ARCHIVES AND RECORDS CENTER

20 April 1966

4/29/66
Circulated

25X1

See additional 4/29/66
Copies in uncl. file
Shelf file

TO :

SUBJECT: Revised "Guide for Records Retirement"

1. The "Guide for Records Retirement" published and distributed in July 1962 by the Archives and Records Center has proven to be very helpful to Records Custodians and Records Officers. To meet the demand for additional copies, this Guide has been revised and republished.

2. Major changes appear on pages 4, 7 and 10 (the references to assembled boxes from the Records Center have been omitted since the new type box is available from S.S.O.); pages 12 and 13 (the procedure for using the Records Shelf List, Form 140a, has been changed to make the Form 140a an optional form to be used only when necessary to facilitate reference); and pages 21, 22, 23 and 24 (the procedure for recording disposition action has been changed so that a stamp is used on Form 140 in lieu of the Form 141 when disposition action takes place on an entire job).

3. Please let the Records Center know the number of copies you will need for the Records Custodians in your area.

4. All copies of the "Guide for Records Retirement" dated July 1962 should be destroyed.

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